

New Jersey Department of Education
No Child Left Behind (NCLB)
Title I Comparability Report Form

Local educational agencies (*LEAs*) are required to submit a *Title I Comparability Report* as a condition of receiving Title I funds. The *Title I Comparability Report* is due by December 5, 2008. The form will be submitted online through the EWEG system.

*** Please Note – there will be no SUBMIT button available until after November 1, 2008 because actual ASSA data must be entered before the *Comparability Report* can be submitted.

The following information will assist *LEAs* in completing the *Title I Comparability Report* form and in documenting the effectiveness of efforts to meet assurances for Title I requirements for *Comparability of Services (Section 1120A (c))* and for allocating local funds between Title I schools and non-Title I schools.

Procedures and Records

Each *LEA* receiving Title I funds must develop procedures for compliance with the *Comparability of Services* requirement and maintain records that are updated annually documenting the district's compliance. The *LEA* must also maintain records to document its assurance that it has established and implemented a *LEA*-wide salary schedule and policies to ensure equivalence among schools in staffing and in the provision of curriculum materials and instructional supplies.

Note:

- *A Charter School is considered a one building LEA.*
- *Schoolwide programs are not exempt from Comparability requirements.*
- Districts need to be sure that all schools have the proper grade span for that school. If not, please e-mail the EWEG Help Desk at eweghelp@doe.state.nj.us.

If your district is EXEMPT because:

- It does not receive Title I Funds – Please notify the Office of Title I Program Planning and Accountability at titleone@doe.state.nj.us.

OR

- It has one building per grade span in the *LEA* (non-overlapping) – Please check the box for SINGLE ATTENDANCE AREA.

Comparability Report Form

EWEG will group schools into comparable groupings based on information in the system. It is VERY important that a district verify the grade spans of all schools prior to entering data because the grade span of the school is critical to proper groupings.

Data for the on-line forms must be based on ASSA Counts for the 2008-2009 school year. If a school is eligible for Title I funding, please check the box, otherwise it will be assumed that the school is NOT receiving funding. For each school in a grouping the district must enter:

Enrollment: Total Pupils Enrolled: Enter the FTE (to the nearest tenth) student enrollment in each school. A half-day kindergarten child should be reported as a .5 FTE. Report all enrolled pupils regardless of program status. For example, include students receiving services for LEP and disabilities status.

Use enrollments from the **October 15, 2008 ASSA Report.*

FTE Staff: FTE Staff: Enter the total FTE (to the nearest tenth) for all instructional staff assigned to each school building. See definitions below.

**Use staffing data from 2008-2009 district budgets.*

Definitions

- A full-time equivalent is defined as a person hired on a full-time basis for the entire school year.
- A person hired on a full-time basis for a portion of the school year should be entered as that percentage of a full-time equivalent.
- All other personnel should be apportioned accordingly. For example, a person hired on a full-time basis for 1/2 the school year should be entered as .50 FTE; a person hired on a half-time basis for 1/2 the school year should be entered as .25 FTE, etc.
- Staff assigned to more than one building should be prorated across building assignments.
- ***Instructional paraprofessionals should count at a .50 FTE each.***

**The LEA must EXCLUDE instructional staff funded under all federal programs (NCLB, IDEA, and Perkins). These individuals are staff paid from FUND 20, Special Revenue Fund.*

SPECIAL NOTE FOR DISTRICTS UTILIZING FUND 15 (Blended Resource Fund)

*Instructional staff **Funded in Fund 20 should not** be included in the FTE Count, however, anyone from **FUND 15 should be** included. If someone is split funded then the FTE from Fund 15 would only be included.*

Note:

- *If the LEA utilized the EXCLUSION for faculty serving in a state and/or locally funded program for Limited English Proficient or Children with Disabilities-Excess Costs, the instructional staff funded by those programs may be excluded on an FTE basis. Data to support the exclusion must be on file in the LEA office and available to the NJDOE upon request.*
- *Instructional staff is defined as staff members who provide instruction to children or who assist or supervise those staff members who provide instruction. The term may include teachers, principals, consultants providing instructional services, supervisors of*

instruction, librarians, school nurses, and guidance and psychological personnel, school social workers. Also included are paraprofessionals (counted as .50 FTE for each full time employee) and other instructional staff members providing services.

- *LEAs should not include those personnel considered non-instructional staff such as attendance officers, bus drivers, home school visitors, and others who enforce compulsory attendance laws, analyze causes of nonattendance and bring together the home, school and community to solve individual student attendance.*

EWEG Navigation:

Be sure to click “Save” button for each grade span entered. When all data for the district is entered, click the “Calculate” button for the mathematical equations to occur. The district can then hit “View Summary Results” to show the status for the individual grade span. Once the district is comfortable that the numbers are correct, please be sure that the “Submit” tab is completed. Districts not entering the contact information for the data will not be able to “Submit.”

If a grade span shows “fail” in the Status box, the district should reconfirm the numbers. If the numbers are correct, the district should contact the Office of Title I Program Planning and Accountability at titleone@doe.state.nj.us for further instructions.

If all grade spans show as “pass” then nothing further is needed and the district has met its requirements for comparability.